North Central Regional Transit District (NCRTD)

Resolution 2013 - 27

Resolution Authorizing a Vendor Direct Deposit Payment Through the Use Of the Automated Clearing House

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004; and

WHEREAS, the NCRTD is authorized to administer public funds pursuant to its statutory authority to enter into contracts and manage the business operations of the District; and

WHEREAS, the NCRTD is being provided product and/or services, by a variety of vendors who can elect to receive payments from the NCRTD electronically; and

WHEREAS, the NCRTD Board authorizes the use of Automated Clearing House (ACH) direct deposit information provided by NCRTD Vendors.

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board of Directors that an Automated Clearing house (ACH) procedures for vendor direct deposit is established, and that the NCRTD Finance Director is authorized to implement and develop procedures to insure appropriate accounting and maximum accountability in accordance with GASB and Internal Controls in relation thereof.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 8TH, DAY OF NOVEMBER, 2013.

Daniel Barrone, Chair

Approved as to form:

Peter Dwyer, Counsel

Recommended Vendor/groups for Direct Deposit with highest monthly Payments.

- Payroll Liabilities
  - PERA $23,000.00
  - NM Retiree Health Care $3,200.00
  - General Services Department $33,000.00
  - ERISA (transfer from GSD $33,000.00)
- Liens
  - Bank of America $7,000.00
  - Wright Express (Fuel) $38,500.00
- Utility Providers
  - City of Espanola $550.00
  - Jemez Mountain Electric Coop $1,950.00
  - New Mexico Gas Company $1,300.00
  - North Central Solid Waste $155.00
  - Mega Path$1,100.00
  - Windstream $75.00
  - North Central New Mexico Economic Development $370.00
- Contracts
  - Carl Boaz $500.00
  - Basham & Basham $6,500.00
  - Steady Networks $2,400.00
  - Rio Metro $191,000.00
  - Paul Armijo (Janitorial service) $1,970.00

Substitute W-9

North Central Regional Transit District

Do NOT Send to IRS

North Central Regional Transit District

Finance Department

Finance Stamp Here

Vendor Registration and Update, Taxpayer Identification Number Certification & Direct Deposit Authorization

TYPE OR PRINT NEATLY, CHECK THE APPROPRIATE BOX(S) BELOW. PLEASE REFER TO INSTRUCTION FOR MORE INFORMATION

☐ NEW VENDOR REQUEST (Fill section 1,3,4,6-12,14,15) ☐ ADD Remittance Address (Fill section 1,3,4,6,9-12) ☐ ADD DBA/Trade Name (Fill section 1,3,4,6,7,10-12) ☐ ADD ACH Direct Deposit (Fill section 1,3,4,6,8,9-15)	☐ CHANGE Legal Name (Fill section 1,3-S,8-12) ☐ CHANGE DBA/Trade Name (Fill section 1,3,4,6-12) ☐ CHANGE Primary Address (Fill section 1,3,4,6,8,10-12) ☐ CHANGE Remit Address (Fill section 1,3,4,6,9-12)	☐ CHANGE ACH Direct Deposit (Fill section 1,3,4,6,8-15) ☐ CHANGE Entity Designation (Fill section 1,3,4,6,8-12) ☐ CHANGE TIN# (Fill section 1-15) – NOTE: Finance will assign a NEW Vendor ID# for accounting purposes
1) Taxpayer Identification Number (TIN#) (9-digits) ☐ SSN ☐ FEIN	2) NEW TIN# ☐ SSN ☐ FEIN Effective Date / /	3) NM CRS ID # Optional (11-digits) ____ ____ - ____ ____ ____ ____ ____ ____ - 00 - ____

4) Current Legal Name As Registered with IRS or SSA	5) NEW Legal Name As registered with IRS or SSA
6) Current DBA/Trade Name Enter doing business as (DBA)	7) NEW-ADD DBA/Trade Name
8) Primary Address Official address where correspondence, payments, purchase orders, or 1099s should be sent ☐ CHANGE	9) Remittance Address Additional address to mail payments ☐ Same as Primary ☐ CHANGE ☐ CDBG ☐ SHARE Loc# __ __ __
Address Line #1	Address Line #1
Address Line #2	Address Line #2
City / State / Zip	City / State / Zip

10) ENTITY DESIGNATION (Check only one) *Required* Individual/Sole Proprietorship Indian Tribe Estate or Trust Partnership General/Limited Corporation/Professional Corporation Government or Government Operated Entity Tax Exempt Organization under IRC Section S01 C _____ Limited Liability Company taxed as: Single Member Sole Proprietorship Partnership Corporation S/C	11) ENTITY ACTIVITY indicate if your entity provides the following: (in space provided put an "A" to ad or "D" to delete, if none, leave blank) __ Utility __ Non-RTD __ Contracts __ Payroll Liability (PERA, RHC, GSD, ERISA SERVICES) __ Liens (P-Cards, BOA, WEX)

12) **CERTIFICATION** Under penalties of perjury, I certify that:

1. The number shown on this form is my correct tax payer identification number (or I am waiting for a number to be issued to me), **AND**
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have <u>not</u> been notified by the Internal Revenue Service (IRS that I am subject to backup withholding as a result of a failure to report all interests or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **AND**
3. I am a U.S. Citizen or other U.S. Person.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding

Printed Name	Printed Title	Telephone Number ( )
Signature	E-mail	Date (mm/dd/yyyy)

OPTIONAL DIRECT DEPOSIT (ACH)

Warning: The North Central Regional Transit District will not process International ACH Transactions (IAT). If any payment to you from the NCRTD will ever result in an IAT under National Automated Clearing House Association (NACHA) operating rules or if you are not sure if the rules apply to you DO NOT FILL OUT THIS SECTION OF THE FORM.

The North Central Regional Transit District will only setup ACH information for checking accounts.

13) PREVIOUS BANKING INFORMATION		14) NEW BANKING INFORMATION	
Bank Name		Bank Name	
Bank Routing No. (9-digit ABA#)	Bank Account Number	Bank Routing No. (9-digit ABA#)	Bank Account Number

15) **I ACKNOWLEDGE** the IAT warning and authorize the North Central Regional Transit District to initiate direct deposit of funds to the account and financial institution indicated, and to recover funds deposited in error if necessary in compliance NACHA regulations.

Please provide a copy of a voided check or letter from financial institution confirming banking information.

Printed Name	Signature

Instructions for completing this form

This form substitutes for the IRS W-9 form. Complete this form if you will receive payment from the North Central Regional Transit District. To comply with the International Revenue Service (IRS) regulations regarding 1099 reporting, the North Central Regional Transit District is required to collect the following information to be completed on the Substitute W-9 form. The information collected on this form will allow the NCRTD to confirm that our records contain the official name of your business, the Tax Identification Number (TIN) that the IRS has on file for your business and business type.

Check the appropriate box(S) that this form is to be utilized and fill in the corresponding section(s) indicated next to the box(s) checked.

1) **Taxpayer Identification Number (TIN#)** Is always a 9-digit number. Provide the Social Security Number (SSN) assigned by the Social Security Administration (SSA) or the Federal Employer Identification Number (FEIN) assigned to the business or other entity by the International Revenue Service (IRS). Check the appropriate box to indicate if you are providing an SSN or FEIN.

2) **NEW TIN#** Provide the new number assigned by the SSA or the IRS and enter the effective date of change.

3) **NM CRS ID#** (Optional) is always an 11-digit number that is provided by the New Mexico Taxation and Revenue Department.

4) **Current Legal Name** When changing name, enter the current legal name. As registered with the IRS or Social Security Administration.

5) **NEW Legal Name** Enter the new legal name. As registered with the IRS or Social Security Administration.

6) **Current DBA/Trade Name** Individuals leave blank. Sole Proprietorships: Enter DBA (doing business as) name. All other: Complete only if business name is different than Legal Name.

7) **NEW-ADD DBA/Trade Name** Enter the name of the new or additional doing business as.

8) **Primary Address** Where correspondence, payment(s), purchase order(s) or 1099s should be sent. If primary has changed check the box that indicates "CHANGE."

9) **Remittance Address** Where payment(s) should be sent if different from primary address. If address has changed check the box that indicates "CHANGE." NOTE: State agencies please indicate the SHARE Loc. # in spaces provided. When providing a Community Development Block Grant (CDBG) remittance address, provide bank name in address line #1 and physical address in address line #2.

10) **Entity Designation** Check ONE box which describes business entity. *For LLC entities, you must check the type of LLC.*

11) **Entity Activity** Specify in the spaces provided next to the activity listed with an "A" to add or "D" to delete if the entity provides one of the activities listed. If entity provides none, leave blank.

12) **Certification** By signing this document you are certifying that all information provided is accurate and complete. The person signing this document should be the partner in the partnership, an officer of the corporation, the individual or sole proprietor noted under legal name above, or the North Central Regional Transit District Employee for which the vendor account is established.

Optional Direct Deposit (ACH) You may elect to receive payments from the North Central Regional Transit District through Automated Clearing House direct deposit. Please provide the Bank Name, Bank Routing Number (9-digit-ABA) and Bank Account Number. The North Central Regional Transit District will only setup ACH information for checking accounts. Please provide a copy of a voided check or letter from your bank confirming the banking information you are providing. Without providing this information and providing a copy of a voided check or letter from your bank the direct deposit WILL NOT be setup on the vendor file.

13) **Previous Banking Information** Provide the complete banking information previously listed with the North Central Regional Transit District.

14) **NEW Banking Information** Provide the NEW Banking Information.

15) **I Acknowledge** Print name and sign to acknowledge the IAT warning and to authorize the North Central Regional Transit District to initiate direct deposit of funds to your financial institutions provided.

Privacy Act Notice Section 6109 requires you to furnish your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and other certain income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an IRA. The IRS uses the TIN for identification purposes and to help verify the accuracy of your tax return. You must provide the TIN whether or not you are required to file a tax return. Payers must generally withhold a percentage as determined by the IRS of taxable interest, dividend, and certain other payment to a payee who does not furnish a TIN to a payer. Certain penalties may apply.

Penalties If you fail to furnish your correct Taxpayer Identification Number (TIN) to a requester, you are subject to an IRS penalty of $50 for each failure unless your failure is due to a reasonable cause and not to willful neglect. If you make a false statement without a reasonable basis that results in no backup withholding, you are subject to an IRS penalty of $500. Willfully falsifying certification or affirmation may subject you to criminal penalties including fines and/or imprisonment. If the requester discloses or uses TINs in violation of Federal Law, the requester may be subject to civil penalties and imprisonment.